

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
August 25, 2008

PRESENT: TOM CLOW, CHAIRMAN; HELEEN KURK, SELECTMAN; RICHARD W. BUTT, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Sherry Burdick, George Malette, Don Burke, Chief Begin,

7:00 p.m. Chairman Clow called the meeting to order.

MANIFESTS

Chairman Clow moved, Selectman Kurk seconded to authorize the Board of Selectmen to sign Manifest and order the Treasurer or Deputy Treasurer to sign checks dated August 28, 2008. Passed 3-0-0

Accounts payable	\$297,361.30	(includes \$250,000 Weare School payment)
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Gross Payrolls	<u>\$51,623.86</u>	(includes Credit Union, Taxes)
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Total	\$348,985.16	
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Chief Begin asked the Board to accept the resignation of William Quigley effective July 25, 2008.

Selectman Kurk moved, Selectman Butt seconded to accept the resignation of William Quigley. Passed 3-0-0

Chief Begin said at this time he is not considering filling this vacant position. Chairman Clow said in the past they have questioned whether this position should be a continuing position. Selectman Butt wished William Quigley luck and thanked him for his years of service.

Mr. George Malette said the Board approved setting the steps at the Town Hall Building. They have an estimate to do that work. The threshold will be temporary until the doors are replaced within the next year or two; the temporary threshold needs to be there for safety. Mr. Malette said the brace on handicap roof is just about rotted and needs to be replaced. It was discussed Mr. Dave Hewey gave an estimate to do the work and the money will come from the repair portion of the Building Maintenance Fund. Mr. Malette said they need to get this work done as soon as possible. Mr. Fred Ventresco said that Ms. Burdick brought this to his attention and he suggested that the Building Committee decide what to do and bring it to the Board. Chairman Clow asked if anyone has pulled out the threshold to look at the sill. Mr. Malette said the sill was replaced when the new floor was put in. Mr. Malette said they will remove everything there to thoroughly look at the sill to determine if it needs to be replaced. Anything that is temporary is being done because it needs to be safe for now and won't be repaired permanently until new doors are in place. Selectman Butt asked why this is being brought up tonight. Chairman Clow said they need approval to have the work done before the steps could be replaced. Mr. Malette said the Building Committee referred to it as a critical repair.

Mr. Don Burke said the step is about 8 inches and should only be 2 inches. Mr. Burke said they will move the platform and do the repairs; this is critical because it does not meet code and is very dangerous. Mr. Burke said the threshold will be temporary because the doors need to be replaced so badly; hopefully next year. It was discussed that any work that needs to be done beyond the threshold replacement, behind where the steps will be, will be

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permanent. Mr. Burke said he wants it done right. These doors are not used on a regular basis but anyone using the building will have access to the use of the door and it is dangerous. Mr. Burke said any door that is marked as an exit has to be up to code and be accessible. Selectman Butt does not like the idea of doing the work piece meal. Mr. Burke said they are dealing with years of lack of maintenance. Mr. Malette said this is a liability issue. Selectman Butt said those conditions have existed for years and now they are saying it is a critical issue that cannot wait. Mr. Burke said they are always putting things off. Ms. Burdick said water is running in on the threshold and it has completely split open. The other doors work and can be let go until they come up with a new plan to put in new door. Mr. Burke said the water is coming down the face of the building and running across the doors.

Chairman Clow asked about the platform. It was discussed it needs to be raised to be the first step as well as a platform. Mr. Ventresco said if they have a door there it has to be accessible and safe, so if it is not fixed it needs to be blocked off and be taken away. The door can be used but the threshold is rotted and unsafe. Mr. Ventresco said Mr. Chip Meany has not looked at it. Mr. Malette said they are an official Town Committee, made up of all volunteers, bringing forth the situation to the Board and the town needs to act upon it within a reasonable amount of time. Mr. Ventresco said they do have the funds. Mr. Ventresco said the person doing the work will have to sign a waiver because he does not have liability insurance.

Selectman Butt asked if there is a question regarding the integrity of the sill. Ms. Burdick said they do not know about the sill until they open it up, it was replaced in 2001 by Mike Pelletier and hopefully it is pressure treated. Chairman Clow said when looking ahead for major items like replacing the doors, they are waiting on the decision from probate about a sizeable amount of money. Selectman Butt would like to have an evaluation done on the sill to determine structural integrity. He feels there is a 90% chance that the sill is in good condition because it was only replaced 7 years ago. Selectman Butt wants to know the cost and in the process of checking he wants to know what is done. Selectman Kurk asked if they knew what the cost would be to replace the sill. Mr. Malette said if it needs replacing or repair it will need to be done additionally to the project. Selectman Butt said they do not have a bottomless pit of money. Mr. Malette said the materials covering the sill need to be removed before they will be able to see the condition of the sill and mentioned it has had water damage from the top. Mr. Malette said they already gave the company the go ahead to reset the steps and now they are delayed. Selectman Butt wants to know if this is an accurate quote or if there are other conditions that need more funds.

Mr. Ventresco asked if they can wait until the meeting on September 8 for approval. Mr. Malette said this company is trying to reset the steps in a timely manner and trying to fit it in between other jobs. Selectman Butt asked if they have been told by the company that they will not be able to do the job in a few weeks. Selectman Kurk asked if they could conditionally approve the repairs with the understanding that if the sill does not need repair they do not have to come back before the Board. Selectman Butt doubts the sill will need to be replaced and agreed to do the project at the price and have them come back if there will be an additional cost.

Chairman Clow moved, Selectman Kurk seconded to approve the estimate and the work associated with it up to \$1,000 to replace the threshold with a temporary threshold and kick plates on the south door at the Town Hall contingent on the sill underneath not costing more than that and the Building Committee will have to come back before the Board for approval. Passed 3-0-0

Mr. Ventresco said the Sexual Harassment Training Course from Primex will need to be rescheduled for any other Monday through October 6. It was agreed that the training can take place on October 6, 2008.

Chairman Clow discussed the meeting minutes being emailed to quite a number of people in draft format but not when approved. It was agreed upon that the draft minutes would be available within 5 business days to the public but not sent out via email in draft format. Selectman Kurk said it would be a courtesy to send an email to those people on the list informing them of the change in the process. Chairman Clow discussed the agenda being faxed out to people as well; the agenda will still be sent out via email but will no longer be faxed. Chairman Clow said when the informational letter goes out they should ask the people on the list if they still want to receive the agenda

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via email. Chairman Clow said if there are members of the public who wish to receive the approved minutes they need to let Merry Rice know. Selectman Butt asked that all other committees and boards be informed as well.

Mr. Ventresco mentioned Manifest meeting scheduled for Tuesday, September 2. Mr. Ventresco said he spoke with Naomi Bolton and Don Thompson and they feel the Board needs to meet Friday to approve the Manifest in order to have everything into the bank so as not to delay anyone's direct deposit. The Board will still need to meet on Tuesday because of the public hearing for the WAC concession stand. Chairman Clow said he is unavailable on Friday night. The Board agreed to hold the Manifest meeting on Tuesday, September 2 at 8:00 am.

Mr. Ventresco said they are having a problem with Tina Connor's computer at the office and turns out she has Windows Home Edition. Mr. Ventresco said it would cost \$200 for a new edition of Windows XP, Mrs. Connor's computer is 4 years old and a new computer will cost \$600; she might not be out of the office much longer. Chairman Clow asked Mr. Ventresco if he is asking to buy new software or to buy a new computer. Mr. Ventresco said Mrs. Connor's computer would be next on the list to be replaced and it is a Capital Reserve item. The computer can be used somewhere else in the building. Selectman Kurk asked about transferring information from one computer to another. Mr. Ventresco said there will be a charge to connect to the network and make sure it works. Selectman Butt said they should be on a rotation basis; there is money in the Capital Reserve. Mr. Ventresco said they have 2 old computers; he could possibly use them to get a reduction on the new computer installation. Selectman Kurk feels it should be up to Mr. Ventresco to determine what is done. Mr. Ventresco is recommending the purchase of the new computer. Selectman Butt asked Mr. Ventresco for a chart on when all computers were purchased.

Selectman Kurk would like to have the personnel policy put on the schedule. Mr. Ventresco said it is scheduled for discussion for the September 15.

Selectman Kurk asked about the progress made on job descriptions. Mr. Ventresco said he will be presenting them soon.

Selectman Kurk said she has been sorting out discrepancies on gravel pit and needs to get advice on how to handle some issues; she would like the Board's approval to contact Bill Drescher. It was mentioned if they are not going to change from ordinance to regulations than they need to update the ordinances. Selectman Butt would like to take a vote at the next meeting to decide who will be the regulators. Chairman Clow said Selectman Kurk is asking to speak with Bill Drescher about ordinances/regulations and questions concerning gravel pits. Chairman Clow and Selectman Butt said Selectman Kurk could contact Bill Drescher.

Selectman Butt mentioned the email they received regarding the John Stark Scenic Byway; he thought the Board had already approved this. Chairman Clow said this is a roadway that creates a circle through Weare, Dunbarton, Goffstown and New Boston. Selectman Kurk said they had a meeting with the Southern New Hampshire Planning at the Town Hall. Chairman Clow says they are on record for approving the Scenic Byway. Selectman Butt asked if they will be making appointments for that committee. Selectman Kurk thinks it goes through the Southern NH Planning Commission. Chairman Clow said the email from Mr. Malette did ask about members for that committee and he feels they need to appoint them. Selectman Butt thought DOT was the driving force and then Southern NH Planning Commission. Selectman Butt asked if other towns are supporting it. Mr. Ventresco believes they are.

Selectman Butt mentioned the mailing sent out last year and asked if the Board put it together. Chairman Clow said he offered a good portion of it. Selectman Butt said he read the Building Committee meeting minutes and they stated that their priorities are established by the mailer. Selectman Butt wants to know through LGC if that mailer is a legal document and if whatever is referenced is required to be done in order in which they are listed. The warrant article is different from the information in the mailer. Chairman Clow said the information for the Building Committee projects was not all inclusive; they did draw information from other sources. It was mentioned that Joe Fiala wrote the article for the Building Committee and other department heads and committee chairs wrote others. Selectman Butt wants to make sure they are not tying their hands because they are the agents to expend. Chairman Clow said they could write a preference to the mailer stating this is just reference for the warrant. Mr. Ventresco

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mentioned the sheet that the Building Committee distributed at the Deliberative Session becoming a document for reference because it was distributed at the Deliberative Session. Chairman Clow said he would argue against that. Selectman Butt said they are in a situation with that Capital Reserve Fund that they have identified what needs to be done; he agrees with stating that because of the volatility of the project that the BOS has discretion. Mr. Ventresco feels everything except the warrant should have a disclaimer on it. Selectman Butt feels anything that is going to be distributed at Deliberative Session should be reviewed by the Selectman.

Mr. Ventresco said he received correspondence from Judy Rogers concerning the Assessing Department and the MS1 submittal. Mr. Ventresco said that Mrs. Rogers is recommending that they request an extension for submittal, because the assessment figures will not be available by September 1. She would like to submit the MS1 on October 1 per a recommendation from the assessors. Selectman Butt wants to know what they are paying out in abatements. Selectman Kurk commented that it will reflect in the meeting they have in October or November with DRA. Chairman Clow said the initial figure is an estimate; they will be told how much they actually paid through 2008 for abatements. Chairman Clow said they should make an attempt to make their estimate really close. Selectman Kurk said if they need a higher number they will discuss it with DRA. Mr. Ventresco said he discussed this with Mrs. Rogers and delaying the submittal is better than giving DRA incomplete information.

Chairman Clow believes that when they put together the revenue estimates and put down the amount, it is just that an estimate. The tax rate is set based on what they decide upon on the date to set the tax rate, when Mrs. Rogers tells them what they paid out and shows them estimates she still has forthcoming. Selectman Butt said he thought they were projecting the abatements for this year when setting the tax rate. It was stated the set the rate on what was actual. Selectman Kurk said for example, January to November 07 this is what they did in abatements and then Mrs. Rogers tells them that amount and then from January 08 to November 08 this is what we need to possibly pay out. Mr. Ventresco will get them the figures. Selectman Butt said they have 3 or 4 more meetings until they will be setting the tax rate.

Selectman Butt said they should be concerned with the Police Department. Mr. Ventresco said he spoke with Chief Begin and they are monitoring their budget, but there are certain spending variables that they do not have control over. Their budget is down to 29-30%. Selectman Butt said a decision will need to be made at the end of the month.

Mr. Ventresco mentioned a grant that Mr. Carl Knapp can sign but will need the authority from the Board. The grant from the NH Used Oil Collection Grant Assistance Program is for \$2,228 or up to \$2,500.

Chairman Clow moved, Selectman Kurk seconded to approve the submittal of the application for the grant for \$2,228 for the Highway Department and allow Mr. Carl Knapp to sign the grant application.

Passed 3-0-0

ADJOURNMENT at 8:45

A True Record.

Cherry Palmisano, Recording Secretary